



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

REPROGRAPHICS TECHNICIAN

Class No. 003051

■ CLASSIFICATION PURPOSE

To reproduce a variety of printed material by operating and maintaining high volume duplicating machines and related equipment; to perform binding, maintenance of stock and record keeping duties; and perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Reprographics Technicians are found in departments having a centralized duplicating operation. Incumbents are responsible for performing printing work of varying difficulty by operating and maintaining high volume reprographic/copier machines.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Operates reprographic/copier equipment in order to copy forms, booklets, publication materials and other documents.
2. Performs routine maintenance, repair and adjustments to copiers and binding equipment such as collator, stitcher-jogger, paper drill press, folder-perforator, electric paper cutter, and paper shredder.
3. Proofs and prepares layouts for printed materials.
4. Operates binding equipment.
5. Orders and keeps inventory of paper and card stock, dry ink, developer and fuser agents, staple wire, binding tape and related supplies.
6. Estimates time and materials for printing jobs.
7. Prioritizes work to ensure completion within specified time frames.
8. Maintains written records of printed jobs.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Printing techniques to include preparation and set-up of materials.
- Printing supplies and paper stock.
- Maintenance, troubleshooting and repairing techniques for the reprographic/copier and related binding equipment.
- Inventory control techniques.
- Safety practices.
- Record keeping.
- County customer service objectives and strategies.

Skills and Abilities to:

- Set-up, operate, maintain and repair reprographic/copier and binding equipment including power paper cutter, folder-perforators, collators, drill presses, shredders, stitcher-joggers, and booklet makers.
- Follow written and oral instructions.

- Plan workloads and meet publication deadlines.
- Maintain records.
- Identify and select paper stock appropriate to a specific job.
- Check printed material for completeness and prepare layouts.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: One (1) year of experience operating reprographic/copier equipment printing a variety of materials in a high volume setting. Experience must include operating various types of binding equipment and preparing, proofing and setting-up material to be printed.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Must be able to lift up to 50 pounds, and occasionally 60 pounds of paper.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Continuous exposure to noise and hazardous equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 25, 1982
Revised: October 2, 2001
Revised: June 15, 2004
Revised: March 31, 2006